



**TO:** Mayor & Council Members  
**FROM:** Urcha M. Dunbar-Crespo, Acting Purchasing Officer  
**DATE:** August 11, 2014  
**SUBJECT:** Progress Report to Council on a Simplified Solicitation Procedure  
(Resolution 20140626-092)

*Michael Benson, CAO  
for Urcha Dunbar-Crespo*

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The purpose of this memorandum is to provide a progress report on actions by the City in responding to the City Council Resolution No. 20140626-092 which directed the City Manager to initiate "an innovative pilot project to create a simplified solicitation procedure for an upcoming procurement; to include input from stakeholders in the design community and the technology community, as well as staff from the Office of Innovation, the Purchasing Department, and other departments as appropriate; to analyze the results of the process after the pilot is complete and determine whether lessons learned could be applied to future procurements."

It should be noted that many of the city's procurement processes are guided by state law, and as such, our flexibility in simplifying aspects of the process are limited. However, staff has identified commodity purchases between \$3,000 and \$50,000 to target for a pilot program to streamline some of our processes, and ultimately lead to even greater participation by local businesses.

Early in the fall we will engage with key stakeholders in the vendor community to obtain feedback on potential simplified procurement for these commodity purchases between \$3,000 and \$50,000. After these conversations, we will finalize a pilot program, and working with the Law Department, craft all necessary changes to solicitation documents to put it into place.

We believe these efforts will build upon the commitment to innovation that has existed within the Purchasing Office over the last decade, including the creation of eCheckbook and Contract Catalog, which allow Austinites easy access to all of the city's expenditures and contracts, as well as the award winning "Vendor Connection", which has given contractors and sub-contractors a simplified on-line tool to receive and track solicitations, as well as contract payments and sub-contracting payments.

I am available if you have any further questions.

xc: Marc A. Ott, City Manager  
Elaine Hart, Chief Financial Officer  
Greg Canally, Deputy Chief Financial Officer  
Yolanda Miller, Deputy Purchasing Officer  
Rosie Truelove, Director, Contract Management  
Veronica Lara, Director, SMBR  
Mike Benson, Chief Administrative Officer, Purchasing Office  
Mark Walsh, IT Data Architect, Controller's Office